



## NORTHWEST POWER NORTHWEST VALUES

**Job Title & Series:**

Human Resources Specialist  
(Recruiting & Staffing Advisor), GS-201

**Job Announcement Number:**

10124-12-DE

**Grade & Salary Range:**

GS-09: \$50,021 - \$65,023  
GS-11: \$60,520 - \$78,674  
GS-12: \$72,540 - \$94,300

**Opens:** 05/30/2012

**Closes:** 06/12/2012

(Applications must be received by 11:59 p.m. Pacific Time)

Full performance level: GS-12. May be filled at any level above.

**Anticipated number of positions to be filled:**

More than one position may be filled.

**Location:** Portland, Oregon

**Federal Employees:** Federal transfer relocation is not available for this position.

**All Applicants:** A relocation bonus may be available

**Type of Position:** This is a permanent position with a full-time work schedule.

**Benefits:** BPA offers a comprehensive benefits package. <http://www.jobs.bpa.gov/Benefits/>

### Eligibility

All United States citizens are eligible to apply.

*NOTE: You must submit separate and complete application packages for each vacancy for which you would like to be considered. This includes current or former federal employees eligible for transfer or reinstatement, veterans eligible for appointment under the Veterans' Employment Opportunities Act or other veterans' programs, and others eligible under special hiring authorities may apply under external announcements and internal Merit Promotion procedures: 10127-12.*

### About BPA

The Bonneville Power Administration has been powering people and careers for nearly 75 years. We are a non-profit federal agency that provides clean, emissions-free electricity to the Pacific Northwest and maintains a high voltage transmission system to deliver that electricity. We are a leader in sustainability and environmental stewardship, promoting energy efficiency, renewable energy, the smart grid, fish and wildlife protection and initiatives to address climate change. We are a visionary and innovative agency that values diversity and creativity and encourages continuous learning. We are located throughout the Pacific Northwest with opportunities in cities, smaller communities and rural areas. You can learn more about BPA at [www.bpa.gov](http://www.bpa.gov).

### Job Summary & Major Duties

We're looking for creative problem solvers and trusted partners who are able to provide options and expertise to managers seeking to recruit and retain employees in critical positions.

Join us in an exciting opportunity to create strategic and innovative solutions that facilitate the achievement of critical business objectives and improved organizational effectiveness. Human Capital Management (HCM) at Bonneville, in collaboration with executive leadership, plans, directs, and manages a comprehensive human capital management philosophy, policy, strategy and programs that build the organizational capabilities, people and culture that are aligned with the agency long-term outcomes.

In this position, you will proactively guide and consult with management on challenging classification, compensation, position management, hiring and staffing issues using a wide range of tools and authorities. You will provide a range of staffing and placement services associated with comprehensive recruitment and selection strategies (i.e., job analysis, position classification, crediting plan development and interviewing) for filling positions using available authorities (i.e., merit promotion, delegated examining, and special hiring); setting pay; supervisory/employee guidance; career counseling; and a variety of special projects.

The ideal candidate will have:

- An ability to align HR/recruiting solutions to business objectives
- A consultative style

- A results orientation
- Continuous process improvement
- Resourcefulness
- Clear, concise detailed communications
- Success in working effectively with people at varying levels and positions
- Curiosity to understand business environments

Talent Acquisition organization provides classification and recruitment programs that are in alignment with the Agency's talent management strategy to ensure the right people are in the right place at the right time. Compensation strategies are developed and effectively deployed in order to recruit and retain highly qualified diverse employees to the Agency. Organizations are designed, structured, and staffed to most effectively support Agency outcomes. Classification and staffing programs are in compliance with appropriate Federal regulations and in alignment with merit system principles. Policies and processes are taught to matrixed team members and consistently monitored and audited within Business Teams; and supports collaboration across Business Teams.

## Qualifications

### SPECIALIZED EXPERIENCE

**GS-9:** Experience serving as a point of contact supporting a business unit in developing HR-related recommendations that were implemented and delivered to support business objectives. Primary clients served were senior level specialists and management. This experience must have been gained in one of the following functional areas:

- Candidate evaluation (including assessing candidates against structured criteria),
- Position evaluation and job analysis,
- Employee performance management plans or programs,
- Full cycle recruitment,
- Internal talent movement and placement, or
- Position management\*

*All experience listed above must have been performed for an organization of at least 500 employees.*

**GS-11:** Experience as a point of contact supporting a business unit in which you provided HR-related advisory/consultative services to multiple levels of management that were implemented and delivered to support business objectives. This experience must have been gained in two of the following functional areas:

- Candidate evaluation (including assessing candidates against structured criteria),
- Position evaluation and job analysis,
- Employee performance management plans or programs,
- Full cycle recruitment,
- Internal talent movement and placement, or
- Position management\*

*All experience listed above must have been performed for an organization of at least 500 employees.*

**GS-12:** Experience as a point of contact supporting a business unit in which you provided HR-related advisory/consultative services to multiple levels of management that were implemented and delivered to support business objectives. This experience included influencing management to positively affect business outcomes. All experience listed must have been gained in two of the following functional areas:

- Candidate evaluation (including assessing candidates against structured criteria),
- Position evaluation and job analysis,
- Employee performance management plans or programs,
- Full cycle recruitment,
- Internal talent movement and placement, or
- Position management\*

*All experience listed above must have been performed for an organization of at least 500 employees.*

\* Position management, in this instance, would indicate experience adhering to legal or structured HR policy requirements regarding position classification, job analysis and evaluation, compensation analysis and/or organizational design.

In order to be rated as meeting the minimum qualifications, we must be able to determine from your application package (includes resume, cover letter and or other supporting material) that you have a minimum of **one year** of the specialized experience requirement described above. *Applicants who have qualifying experience performed on less than a full-time basis must specify the percentage and length of time spent in performance of such duties.*

**Selective Placement Factor(s):**

- Candidate must have experience developing and/or evaluating position descriptions and providing hiring solutions for business needs.
- Candidate must have experience providing talent management or talent acquisition delivery services to an organization of at least 500 employees.
- Candidate must have experience researching, evaluating, analyzing and interpreting policy or regulatory material sufficient to provide solutions.

**EDUCATION**

**Substitution of education for specialized experience:** Completion of education in the amounts shown below is qualifying at grades, GS-09 and GS-11 if it provided the knowledge, skills and abilities necessary to do the work of the position.

**GS-09:** 2 years of progressively higher level graduate education leading to a master's degree or master's or equivalent graduate degree.

**GS-11:** 3 years of progressively higher level graduate education leading to a Ph.D. degree or Ph.D. or equivalent doctoral degree.

College transcripts are required if substituting education for specialized experience. Failure to submit will result in a rating of not qualified.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Your application materials will be reviewed against the knowledge, skills and abilities (KSAs) listed below to determine your category rating: Best Qualified, Highly Qualified, or Qualified. Within these categories, applicants eligible for veteran's preference will receive selection priority.

**Clearly articulating your work experience to determine the application of the knowledge, skills or abilities through performance is critical to determining your qualifications for this position. Please describe your experience and thoroughly address the statements below through your resume, cover letter, and/or other supporting material you choose to submit.** Work product examples will not be reviewed unless specifically requested. For more information on how to provide supporting information for KSAs, please visit [http://jobs.bpa.gov/How\\_To\\_Apply/ksa.cfm](http://jobs.bpa.gov/How_To_Apply/ksa.cfm).

**1. Knowledge of human resources programs to develop HR-related recommendations and provide advice for HR issues and challenges.** [Your resume and any supporting application materials should demonstrate your knowledge and experience providing HR-related advisory/consultative services to multiple levels of management for the following HR programs: Candidate evaluation (including assessing candidates against structured criteria); position evaluation and job analysis; employee performance management plans or programs; full cycle recruitment; internal talent movement and placement; or position management. Include your level of independence in performing this work.]

**2. Ability to apply problem solving techniques to effectively support business objectives.** (Your application materials should demonstrate your knowledge and experience solving complex issues within a structured or regulated environment in order to deliver results and support business objectives.)

**3. Ability to communicate both orally and in writing to accurately relay technical human resource information to management, candidates and employees and develop comprehensive reports.** (Your application materials should demonstrate your knowledge and experience communicating complex or controversial issues to various levels of employees and writing documents such as policy evaluation statements or grievance replies.)

**4. Ability to work effectively on a team and support interpersonal relationships with a wide variety of personnel.** (Your application materials should demonstrate your knowledge and experience participating as a team member including the team's mission or function, and your role relative to dealing with divergent viewpoints and using collaborative skills to reach desired outcomes.)

**ADDITIONAL REQUIREMENTS**

- 1 to 3 nights of travel may be required per month

**SECURITY & SUITABILITY**

The sensitivity level of this position is designated as 'Low Risk – Nonsensitive', which requires that the selectee pass a National Agency Check with Inquiries (NACI) personnel investigation and receive a favorable suitability determination. For more information please visit: [http://jobs.bpa.gov/How\\_To\\_Apply/faqs.cfm#18](http://jobs.bpa.gov/How_To_Apply/faqs.cfm#18)

## Application Package Checklist

- ☐ Resume, cover letter, and/or other supporting material you choose to submit that fully describe your education and experience. Application must contain sufficient information to determine eligibility for the position.  
**Applications must include the following information:**
  - Job Announcement number, title, and grade
  - Full legal name, mailing address, contact telephone number and email address
  - **Country of citizenship** (SSN or other ID is not requested at this time)
  - High school attended which includes name of high school and location.
  - Employment history including unpaid positions with job title, grade (if Federal), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), salary, and hours worked per week. Explain any gaps in employment.
  - Indication if we may contact your current supervisor.
  - List of other job-related training, skills, certificates and licenses, recognition, professional memberships, publications, leadership activities, or other relevant information.
  - Grade level(s) for which you are applying.
- ☐ College transcripts (photocopies are acceptable) if substituting education for experience.
- ☐ **VETERANS: To be considered for veteran's preference, a copy of your DD-214 (Member 4) is required. 10-point veterans must also provide a copy of their SF-15 and associated documentation.**
- ☐ All applicants are encouraged to complete the Ethnicity and Race Identification attached.

## How to Submit Your Application

Applications may be emailed, faxed or mailed. Due to security requirements, we only accept hand-delivered application from individuals who currently have badge access to the building.

- **Email to:** [jobs@bpa.gov](mailto:jobs@bpa.gov) with the Job Announcement Number in the subject line and on any attachments.
- **Fax to:** 503-230-3149
- **Send via US Mail to:** Bonneville Power Administration, ATTN: Human Capital Management, NHQ-1, PO Box 3621, Portland, OR 97208-3621.

You will be notified via email to confirm receipt of your application package. *Applicants should retain a copy of their application as BPA does not return applications or provide copies.* For more information on the hiring process, please refer to: [http://jobs.bpa.gov/How\\_To\\_Apply/whathappens.cfm](http://jobs.bpa.gov/How_To_Apply/whathappens.cfm).

## Additional Information

**Veterans Information:** [https://help.usajobs.gov/index.php/Veterans\\_Information](https://help.usajobs.gov/index.php/Veterans_Information)

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### Career Transition Assistance Program/Interagency Career Transition Assistance Program

**(CTAP/ICTAP):** Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. **Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.** For additional information please refer to <http://www.opm.gov/ctap/>

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**EEO Policy Statement:** [https://help.usajobs.gov/index.php/EEO\\_Policy\\_Statement](https://help.usajobs.gov/index.php/EEO_Policy_Statement)

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### Reasonable Accommodation Policy Statement:

[https://help.usajobs.gov/index.php/Reasonable\\_Accommodation\\_Policy\\_Statement](https://help.usajobs.gov/index.php/Reasonable_Accommodation_Policy_Statement)

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**Legal and Regulatory Guidance:** [https://help.usajobs.gov/index.php/Legal\\_and\\_Regulatory\\_Guidance](https://help.usajobs.gov/index.php/Legal_and_Regulatory_Guidance)

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**Forms Availability:** All application materials may be obtained by calling 503-230-3230, or 1-877-975-4272 or visiting: <http://www.jobs.bpa.gov>.

## **Applicant Source Form**

The Bonneville Power Administration's Human Capital Management office has an ongoing process improvement objective associated with recruitment and outreach strategies. In order for us to assess the effectiveness of our current advertising and Recruitment efforts, please identify how you learned about this job by marking the appropriate box below:

Vacancy Announcement Number	Position Title, Series, Grade
<input type="text"/>	<input type="text"/>

☐ **BPA Website**

☐ **USAJOBS Website**

☐ **Job Board** (CareerBuilder, Craigslist, Employment Dept, etc.)

**(please specify):** \_\_\_\_\_

☐ **Industry Website or Event** (National Institute of Government Purchasers, GreenDrinks, etc.)

**(please specify):** \_\_\_\_\_

☐ **Social Media Website** (Facebook, LinkedIn, etc.)

**(please specify):** \_\_\_\_\_

☐ **Career Fair** (campus events, community event)

**(please specify):** \_\_\_\_\_

☐ **BPA employee**

☐ **Other (please specify):** \_\_\_\_\_

U.S. Office of Personnel Management Guide to Personnel Data Standards	<b>ETHNICITY AND RACE IDENTIFICATION</b> (Please read the Privacy Act Statement and instructions before completing form.)	
Name (Last, First, Middle Initial) <div style="background-color: #cccccc; width: 100px; height: 15px;"></div>		
Agency Use Only		
<b>Privacy Act Statement</b>  Ethnicity and race information is requested under the authority of 42 U.S.C. Section 2000e-16 and in compliance with the Office of Management and Budget's 1997 Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity. Providing this information is voluntary and has no impact on your employment status, but in the instance of missing information, your employing agency will attempt to identify your race and ethnicity by visual observation.  This information is used as necessary to plan for equal employment opportunity throughout the Federal government. It is also used by the U. S. Office of Personnel Management or employing agency maintaining the records to locate individuals for personnel research or survey response and in the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related workforce studies.		
<b>Specific Instructions:</b> The two questions below are designed to identify your ethnicity and race. <b>Regardless of your answer to question 1, go to question 2.</b>		
<b>Question 1. Are You Hispanic or Latino?</b> (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.) <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Question 2.</b> Please select the racial category or categories with which you most closely identify by placing an "X" in the appropriate box. Check as many as apply.		
<b>RACIAL CATEGORY</b> (Check as many as apply)	<b>DEFINITION OF CATEGORY</b>	
<input type="checkbox"/> American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.	
<input type="checkbox"/> Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	
<input type="checkbox"/> Black or African American	A person having origins in any of the black racial groups of Africa.	
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	
<input type="checkbox"/> White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.	

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